Certified Employee   Version 10.06.06

The purpose of this data collection is to gather certified employee information **employed as of October 1** of the academic school year. This data is collected for federal and state reporting and has been submitted previously by the school corporation via web form or file.

Audience

This is a required collection for public schools, accredited non-public schools and charter schools.

Instructions

Report the data for all certified employees of the corporation. The required **collection period** will begin on **October 1, 2006** and last until October 31, 2006, which is the final date for submission. The required data should be collected, combined into a file, and submitted to the Department of Education through the secured Application Center. The file may be any of the formats contained in this document and must contain all the fields in the order described below. Aged data (years of experience and first year teacher) from the previous school year can be downloaded under Administration, Retrieve Student Data, Certified Employee and then Certified Positions. Spreadsheets, along with instructions to add the downloaded data, are available on the STN Home Page.

Starting with the 06-07 school year, new fields have been added for Highly Qualified Teachers. NCLB requires LEAs to ensure that **public** elementary school teachers are highly qualified to teach the basic elementary school curricula, and that junior high, middle and secondary school teachers are highly qualified to teach each core academic subject in which they are the primary instructor. The core academic subjects are defined as the following: English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, history, geography, and fine arts.

Successful completion of the employee data will require:

- Assign users
  - A new users group, Employee Administration, is available in the Application Center to assign privileges to users of the corporation by the site administrator to transfer data, view reports, and signoff on the collection of the Certified Employee and Certified Positions.
- Submit the Certified Employee file.
- Submit the Certified Positions file (DOE-CP).
- View the data transfer results for errors on each submission. Continue to submit a file with corrections and additions until all errors are removed.
- View the Certified Employee/Certified Position reports under Message Center, Reports
- Signoff on the collection.
  - Signoff indicates that the final reports have been reviewed and approved by the responsible business owners of the data for the corporation.

Certified Employee

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
1 A	**Corp Number**	4	State Assigned Corp ID **Required Field**: YES	Assigned by DOE
2 B	**Social Security Number**	9	9 digit SSN **Required Field**: YES	
3 C	**Employee Last Name**	25	**Allowable Characters:** A – Z, a - z, ' (apostrophe), / (slash), - (hyphen), and Space **Required Field:** YES	
4 D	**Employee First Name**	20	**Allowable Characters:** A – Z, a - z, ' (apostrophe), / (slash), - (hyphen), and Space **Required Field:** YES	

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
5 E	**Employee Middle Name / Middle Initial**	15	**Allowable Characters Are:** A – Z, a - z, ' (apostrophe), / (slash), - (hyphen) Blank or Space = Not Coded **Required Field:** NO	
6 F	**Employee Name Suffix**	3	**Allowable Characters Are:** A – Z, a - z Blank or Space = Not Coded **Required Field:** NO	Examples include Jr, Sr, II, III, etc.

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	Birth Date	8 or 10	**Allowable Date Formats:**
			
			MMDDYYYY and MM/DD/YYYY
			Where: MM = Month (01 - 12)
			              DD = Day (01 - 31)
			              YYYY = Year (1900 - 2099)
			
			Required Field: YES
				Dates will be checked to ensure they are valid calendar dates.

8 H	**Ethnicity**	1	**Allowable Codes:** 1 = American Indian 2 = Black (Not of Hispanic Origin) 3 = Asian or Pacific Islander 4 = Hispanic 5 = White (Not of Hispanic Origin) 6 = Multiracial **Required Field**: YES	**American Indian**: A person having origins in any of the original peoples of North America and maintaining cultural identification through tribal affiliation or community recognition. **Black (Not of Hispanic Origin)**: A person having origins in any of the black racial groups in Africa. **Asian or Pacific Islander**: A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. Examples of areas included are China, India, Japan, Korea, the Philippine Islands, and Samoa. **Hispanic**: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race. **White (Not of Hispanic Origin)**: A person having origins in any of the original peoples of Europe, North Africa, or the Middle East. **Multiracial**: A person having a biological parent who is of a different race than the other biological parent.
9 I	**Gender**	1	**Allowable Codes:** (M, F, 1, 2) M = Male F = Female OR 1 = Male 2 = Female **Required Field**: YES	

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
10 J	**Degree**	1	**Allowable Codes:** 1 = High School Diploma or less 2 = Associate Degree or 2 year diploma 3 = Bachelor's Degree 4 = Master's Degree 5 = Other second-level degree (Specialist, etc.) 6 = Doctorate 7 = Other **Required Field**: YES	
11 K	**Total Years Experience**	2	Years of Professional Experience **Allowable Formats:** Full years only exclude current year Valid Values: 00-70	Years of experience was advanced one year from last year's data on the downloaded data file. If an employee failed to complete at least 120 days of service to the corporation correct this column accordingly.
12 L	**First Year Teacher**	1	**Allowable Codes:** 1 = This is the first year of experience Blank	
13 M	**Contract Days**	3	Number of days employed in this school corporation during the period of July 1 to June 30.	Report employees as of October 1
14 N	**Contract Salary**	6	Base salary during July 1 to June 30 **Allowable Formats:** Even dollars	
15 O	**Supplemental Salary**	5	Salaries for additional work, such as extended contracts, extracurricular, etc. Supplemental service teacher contracts (Summer School, Adult Education, and GED) are to be included. Earnings are to be July 1 to June 30 **Allowable Formats:** Even dollars	
16 P	**Prior Year Employment**	2	**Allowable Codes:** 1 = Employed in the schools of this corporation. 2 = Employed in another Indiana public school corporation 3 = Employed in a public school outside of Indiana 4 = Employed in a college or university 5 = Employed in a private or parochial school 6 = Employed in a business or industry 7 = Employed in the military or governmental service 8 = Attended a college or university in Indiana 9 = Attended a college or university outside of the Indiana 10 = Homemaker 11 = Other 12 = Employed in the schools of this corporation in a non-certified position	
17 Q	**Total Percent of Time Employed**	3	Total Percent of time the employee is employed in this corporation. **Allowable Formats:** Less than or equal to 100 Whole number only	

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
18 R	**Highly Qualified Teacher**	1	Employee has been determined as a highly qualified teacher in a position during this school year. **Allowable Codes Are:** 1= Yes 2 = Yes, earned HQ via HOUSSE 3 = No, not highly qualified 4 = Not Applicable **Required Field**: YES	The HQ requirement applies to public school teachers and extends to all teachers employed by agencies under the authority of the State Educational Agency. HQ is only required for those teaching in the core academic subjects. The core academic subjects are defined as the following: English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, history, geography, and fine arts. 2 = The employee gained 100 points on HOUSSE, the assessment tool for Highly Qualified Teachers (HQT). See Reference section for more detailed information. 4 = For Administrators or teachers teaching non-core academic subjects such as; physical education, vocational education, etc.

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	Special Populations Employee	1	Which special populations' field does the employee teach?
			
			Allowable Codes Are: 0 - 5
			
			1 = Special Education
			0= Not a special population teacher
			
			Required Field: YES
				Additional population codes to be implemented in the 07-08 school year:
				    2 = Title I
				    3 = Alternative Education
				    4 = English as a Second Language
				    5 = Gifted and Talented

References:
Subject and Level Code List: http://www.doe.state.in.us/htmls/codebook%202006-2007.pdf
Highly Qualified Definitions: http://www.doe.state.in.us/hqt/docs/InHQTdefinitionsMay18FINAL.pdf

Example Data File Format
The following section contains example data files in the allowed comma delimited, positional, and XML formats.

Comma Delimited Format

8800,333224444,Burns,Larry,Y,Jr,04011950,2,M,3,3, ,183,39646,1089,12,100,2,0
8800,999078888,Abbott,Katie,Z,,02121962,5,F,6,0,1,201,44571,,13,100,1,1

Positional Format

```
          10        20        30        40        50        60        70        80        90        100
|....|....|....|....|....|....|....|....|....|....|....|....|....|....|....|....|....|....|....|....|....
8800333224444Burns              Larry             Y              Jr 040119502M303 183 39646 10891210
8800999078888Abbott             Katie             Z                 021219625F601 201 44571      1310
```

XML Format

```
<XIF_CEData>
        <Corporation Id="">
                <Employee SSN="">
                        <Name Last="" First="" Middle="" Suffix="" />
                        <Demographics BirthDate="" Ethnicity="" Gender="" />
                        <Experience Degree="" TotalYearsExp="" FirstYearTecher="" />
                        <Employment ContractDays="" ContractSalary="" SupplementalSalary=""
                                PriorYearEmployment="" PercentEmployed="" />
                        <Credentials HighlyQualified="" SpecialPopulations="" />
```

                    </Employee>
            </Corporation>
</XIF_CEData>

Change History

Version Number	Change History
10.06.06	Positional format not correctly aligned.
09.15.06	Added instructions for availability of spreadsheets and aged data from the previous school year.
09.07.06	Field 18, added code 4 for Not Applicable, clarified code 3 and included additional notes on this field.
08.25.06	Collected in the application center. Highly Qualified and Special Education fields added.

The following section contains a history of changes made to the Certified Employee from the prior version. It relates the current fields to their previous location.

Field Order	Fieldname Description	Previous Field Order Location	Notes
4	Employee First Name	4	Removed Middle initial
5	Employee Middle Name/Initial		New field
6	Employee Name Suffix		New field
9	Gender	7	Codes changed from 1, 2 to M,F
16	Prior Year Employment	14	Increase length of field, changed 0,X,Y to 10,11,12
18	Highly Qualified Teacher		New field